

## Prepare

You can build an **Application Portfolio** to increase your chances of becoming selected for an apprenticeship program.

### Construction Related Volunteer Opportunities

Participating in these efforts shows commitment to community and your ability to work alongside others. This is a great way to build the “hands-on” portion of your resume if you do not have prior trade-related experience. Document your hours and request a letter of recommendation if you feel you have earned one.

### Industry-Related Classes

Industry-related classes will show your investment and motivation to learn more about the trades. A large number of industry-related classes such as welding, blueprint reading, basic electrical theory, and woodworking are available at local community colleges.

### Pre-Apprenticeship

Pre-Apprenticeship programs expose students to a variety of trades. They help students to become familiar with terminology, hand and power tools use, construction safety, and more.

### Documentation of Hobbies

Do you like to build and fix things? Do projects around the house? If so, take photos of your work, and add captions that describe the work you performed. Before and after photos are great. Include these with your apprenticeship application.

### Industry-Related Work

Document a history of working with tools or with construction materials, performing physical labor such as digging ditches, or working outdoors in all weather conditions. Include letters of recommendation signed and dated by the author, on letterhead when possible. This demonstrates work ethic, attitude, and physical and mechanical ability and will help your application stand out.

## How to Apply

- ☉ Programs are managed by groups called ‘**Committees**’. ‘JATC’ stands for ‘Joint Apprenticeship and Training Committee’.
- ☉ Visit [www.oregon.gov/BOLI/ATD](http://www.oregon.gov/BOLI/ATD) and click on ‘Apprenticeship Opportunities’ listed on the website.
- ☉ Choose the trade(s) you think would be a good fit for your skills, interests, and experience.
- ☉ Find out if the program you are interested in is accepting applications and review the requirements.
- ☉ Detailed application instructions and contact information will be included in program opening notices.
- ☉ If you have questions, contact the committees that manage the apprenticeship programs that interests you. Committee contact information is listed on the ATD website.
- ☉ **Apply!** Complete and submit your application to the committee. You may apply to more than one program or committee at a time.

#### Photo credits:

Front — Johnetta Abrams, Cement Mason graduate, provided by Oregon Tradeswomen, Inc.

Back — Josh Baker and Michael Garmon, HVAC/R Tech Program, provided by Mid-Valley HVAC JAC

## Resources

### Pre-Apprenticeship Programs

Visit our website for even more State approved pre-apprenticeship programs and resources.

#### Constructing Hope

Construction training for those with a legal history.  
503-281-1234 ☉ 405 NE Church St, Portland

#### Oregon Tradeswomen Inc

Preparing women for a career in the trades.  
503-335-8200 ☉ 3934 NE Martin Luther King Blvd, Portland

#### Portland Youthbuilders

Free training and high school completion for low-income youth.  
503-286-9350 ☉ 4816 SE 92nd Ave, Portland

### Helpful Websites

#### Oregon Apprenticeship

[oregonapprenticeship.org](http://oregonapprenticeship.org)

#### Women in Apprenticeship

[Womeninapprenticeship.org](http://Womeninapprenticeship.org)

#### Helmets to Hardhats

[helmetstohardhats.org](http://helmetstohardhats.org)

### Contact Us

[oregon.gov/BOLI/ATD](http://oregon.gov/BOLI/ATD)

[ATDemail@boli.state.or.us](mailto:ATDemail@boli.state.or.us)

#### Portland, Main Office

971-673-0760  
800 NE Oregon Street, Suite 1045  
Portland, OR 97232-3601

#### Field Offices

##### Bend

541-322-2435

##### Eugene

541-686-7623

##### Medford

541-776-6201

##### Salem

503-378-2313

## Frequently Asked Questions

### How do I apply?

Visit the ATD website [www.oregon.gov/BOLI/ATD](http://www.oregon.gov/BOLI/ATD) to view program opening notices and contact information.

### How long is the wait for an opening?

It can take 2 weeks to 2 years depending on the program. Applicants are ranked based on the program's selection method. You may apply to more than one program and/or re-apply to a program if you are not accepted the first time.

### How long is an apprenticeship program?

Typically 2-5 years, depending on the occupation.

### What occupations are available?

Most occupations are within the construction and manufacturing trades.

### Can I expect steady work while an apprentice?

Apprentices work about as much as the average industry worker and may experience industry layoffs. However, most employers try to keep apprentices working as steadily as possible.

### How much can I earn?

It varies. The average starting wage of an apprentice is about 50% of a journey worker's wage and, if performance is satisfactory, apprentices earn a 5% raise every six months.

### Do apprentices attend school?

Apprentices attend related classroom training (RT) along with on-the-job-training (OJT). Most programs require about 144 hours of school per year (typically 1-2 evenings per week).

### What are the education requirements?

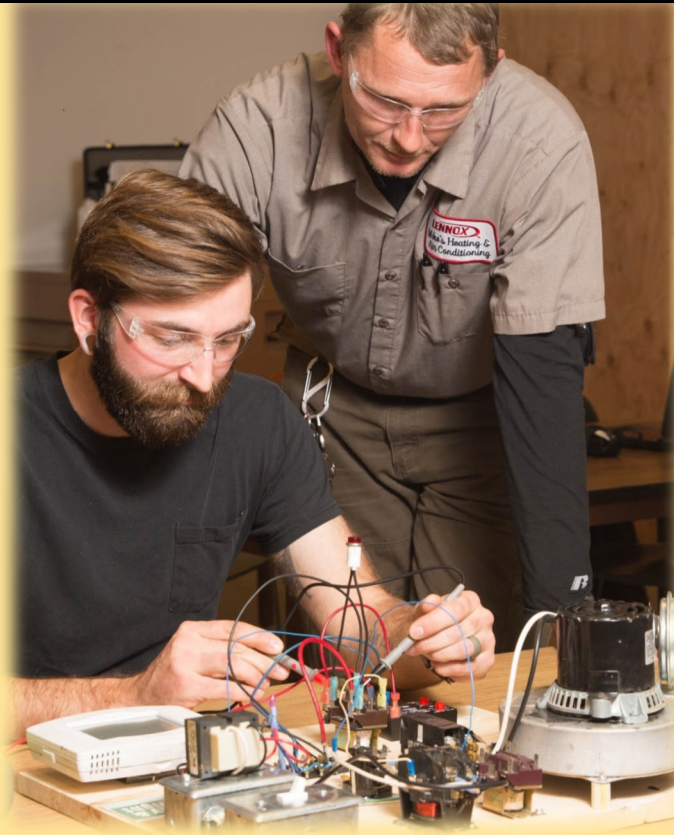
Most programs require a high school diploma or GED. Some require completion of specific subjects like algebra or related shop work. Some give credit for prior training such as military service, education, or work experience.

### What costs are there?

It varies. Sometimes the cost of related training is paid by the apprentice, in others it is paid by the industry. Reliable transportation is important. Some programs require a basic tool kit and/or work clothes. Ask the committee about expenses and whether there is any financial help available.

### Can I use Veterans' benefits?

If eligible, an apprentice may use Veterans' benefits while in a program. Contact your local Veterans Administration office or call 1-888-442-4551 for more information.



When exploring possible career choices, there are many things to consider.

An extremely important aspect of any career is the time and cost of the education required.

In registered apprenticeship, you can earn while you learn with a paid apprenticeship.

You can also earn more over a lifetime than some people with a bachelor's degree.

## The Construction Industry is Rapidly Growing Jobs



**YOU**  
**Could Have One!**

### APPRENTICESHIP

#### High Potential Salary

Salaries in the construction and manufacturing trades include excellent wages and fringe benefits, such as health care and retirement.

#### Earn While You Learn

Registered apprentices earn money while learning the trade with paid apprenticeships.

#### No-Debt Career Path

Learning a trade through a registered apprentice program avoids the high cost of college, so there are no huge student loans to repay.

Bureau of Labor and Industries  
**APPRENTICESHIP AND TRAINING DIVISION**

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